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COMMO

6 December 1949

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1. This order is promulgated as a guide for the proper [redacted] relations with the Procurement and Supply Division (PSD/SSS) for the following reasons:

- A. To avoid making commitments effecting existing or prospective procurement contracts without prior knowledge and concurrence of the Procurement and Supply Division.
- B. To insure that routine liaison with suppliers and contractors is performed with the knowledge and concurrence of PSD/SSS.
- C. To eliminate the ABUSE of urgency as justification for directed purchases or contracts.
- D. To eliminate circumstances whereby the [redacted] designates ANY firm as being the ONLY source of supply for an item.
- E. To relieve the [redacted] of the sole responsibility for specifying operational factors determining delivery dates and suppliers when those factors are in fact defined by other operational offices in the Agency.
- F. To avoid the unwarranted use of unvouchered funds by the [redacted].

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2. Accordingly, the [redacted] is directed to observe the above objectives in all its relations with the Procurement and Supply Division and specifically in the following particulars:

- A. Arrangements for interviews and initial contacts with suppliers will be made through the [redacted] and a representative of that Section will be present at interviews whenever practicable and in every case where a procurement contract is probable. Procurement terms and conditions can then be discussed intelligently but in no case will [redacted] personnel commit the Agency to a procurement, verbal or otherwise, since that is the function of the Procurement and Supply Division.

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- B. Requisitions for suppliers and equipment other than CIA or other government agency stock items will be written so as to embody adequate specifications. The use of the description "similar or equal" to a designated commercial item is not sufficient for the sole specification. It may be used only in conjunction with a descriptive specification and as such is an aid to proper procurement. The scope of the specifications required is a matter requiring good judgment and proper liaison with the Procurement and Supply Division who will advise in all doubtful cases.
- C. When an item of equipment is required and a definite preference exists for a particular manufacturer's product, the reasons whereby that product is superior, or possesses characteristics necessary for operational reasons, must be analyzed and reduced to valid, impartial performance specifications. Size, weight or other technical restrictions which might limit bidders shall be supported by bona fide operational requirements.
- D. Should operational commitments, or circumstances peculiar to an operation, dictate a specific manufacturer's product - or reduce the time allowable for procurement below that required for normal processing - a memorandum to that effect shall be prepared for the Procurement and Supply Division over the signature of the Chief, Communications Division, and bear the written concurrence of the operational officer responsible for the operation. The latter's signature shall be obtained prior to the memorandum being submitted to Chief, Commo. This memorandum will be forwarded with the requisitions concerned.
- 25X1A F. Procurement for an operation which is classified need not necessarily be classified nor made with unvouchered funds. It shall be the [redacted] responsibility to indicate the [redacted] or sensitivity of these projects and define those cases where security factors may require "Directed" procurement. "Directed" or "Negotiated" procurement should be RECOMMENDED only when this Agency's interest in certain equipment could compromise an operation. In no case will the [redacted] specify the use of unvouchered funds as such - this being the direct responsibility of the [redacted]. The only exception shall be in those instances where higher authority has specifically directed the use of such funds.
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- F. The phrase "as soon as possible" shall not be used to indicate the time of delivery desired. Instead, the calendar date on which the equipment is needed shall be indicated. When that date is of necessity based on the [redacted] ability to obtain the item, confer with appropriate officers in that Section and determine a finite date to use.

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